

## **MINUTES**

Council on Aging Governance Committee

March 5, 2014

Senior Center 230 Webster St., Marshfield, Ma 02050

**ATTENDANCE:** Marcy Amore, Joan Butler Nancy Goodwin and Carol Hamilton

**CALL TO ORDER:** The meeting was called to order at 1:10 PM.

**APPROVAL OF MINUTES:** Marcy moves to approve the minutes of February 18, 2014. Nancy seconds the meeting. One abstention. Motion passes.

**DISCUSSION ON BOARD MEMBER APPLICATION PROCESS:** The committee reviewed the revision made on the 18<sup>th</sup> of February for the Council on Aging Board Member Process. On the first line it should read; complete and submit the Selectmen's Committee Application Form. In number 2, use the word 'forward' instead of "send" the application to the COA. In # 4 it should read "If there is a vacancy, and the board is interested in obtaining more information from the candidate (s) then they will be asked to complete the COA application and given a copy of the Governance Policy". Then move number 4 and push it to # 3. Put a plural for the word applicants. In # 4 change the wording to read; there may be a selection instead of they will discuss the selection process. In # 5 add the acronym COA before the word application and the word "whether" after the word vote. At the end of the same section add "for final approval." In 3 take out at the end, the words "at their next meeting" and replace it with "this information will be forwarded to the Selectmen's Office. In section 7, take out "after the vote of the Board of Selectmen the individual would receive a letter" and put; "if approved by the BOSS the applicant will report to the town clerk to be sworn in. In # 8 take out the word "Board" on the second line. In section 9 take out the word "your" and put "the" take out "of office" put in "the Selectmen's Office will send a letter to the Board Member asking if he/she desires to be reappointed. If approved the Board member returns to the town clerk to be sworn in. "In the same section on the fourth line take out "at their meeting. On the Board member application move; "please indicate your areas of interest" up to the top.

**DISCUSSION ON CLOSURE OF THE COUNCIL ON AGING – EMERGENCY SITUATION & CONTINUITY OF OPERATIONS:** The committee looked at the draft that had been amended from the last time. Should we scratch short term and add continuity of operations. Should we refer to it as a displacement emergency? What constitutes short term is it a week or less? In the first section of the policy should we say "Town officials and the COA Director will consult to determine a course of action and make preparations? Under notification, include Paul Taber, Emergency Management Director, instructors, vendors, staff, volunteers, and IT. In the 3<sup>rd</sup> section add; if necessary a command team would relocate to the Emergency Management Facility. In the fourth session on notification add listen to WATD Radio and add that signage will be posted. In the fifth session, add the words "on wheels" to the word meals. For social services add more detail such as SHINE, case management, and crisis intervention. Add that "the command team will make every effort to maintain and provide critical services. The committee discussed emergency notification through the emergency manager or reverse 911. This policy needs more corrections

and work before it is ready to give to the Board. The committee will meet again to review the last revisions and finalize the policy.

**NEXT MEETING:** The next meeting will be held on April 2, 2014 @ 1:30 PM.

**ADJOURNMENT:** The meeting was adjourned at 2:40 PM.

Respectfully submitted,

Carol Hamilton, Director  
Council on Aging